



---

Wyoming Department of Health  
Aging Division

---

# Policy Information Notice

**DATE:** January 14, 2009

**PIN #:** QUAS-2009-002

**SUBJECT:** Individual User Accounts

**TO:** All Aging Division Contractors

This Policy information Notice (PIN) provides guidance related to sharing of Usernames and Passwords utilized for accessing Aging Division systems and information.

## Individual User Account and Password

The Aging Division and the Wyoming Department of Health provide access to the Senior Accounting Management System (SAMS) and other agency data systems for the provision of Federal and State reporting requirements. When an account is shared, and any information is inappropriately entered, changed or stolen, you have no way of determining which individual is responsible. Numerous Federal and State regulations on personally identifiable information and industry regulatory standards such as HIPAA, Sarbanes Oxley, or Gramm-Leach-Bliley prohibit the use of shared usernames and passwords.

## Policy

A unique username and password shall be used by each individual using Wyoming Department of Health systems and is intended for the exclusive use of the person to whom it is issued. Sharing of usernames and passwords amongst authorized persons (i.e. the use of group accounts) is strictly prohibited. User accounts will be issued by Aging Division and Wyoming Department of Health staff members.

All responsibility for the use of an account shall be borne by the organization and respective individuals to whom a username is initially issued.

Unauthorized sharing of usernames and passwords may result in corrective action, up to and including cancellation of the account, disabled system access, and other actions deemed appropriate.

Each contractor shall develop a written policy, and procedures, to enforce this policy.